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22 September 1953

PERSONNEL DIRECTOR MEMORANDUM NO. 77-53

SUBJECT: Assignment of Personnel Office Responsibilities in Connection with
Personnel Evaluation Matters

REFERENCES: CIA Regulation [redacted] dtd 1 Aug 52, Personnel Evaluation
CIA Notice [redacted] 1 Aug 52, Personnel Evaluation
PDM 42-52 dtd 2 Sept 52, Designation of Evaluation
Officer
PDM 43-52 dtd 10 Sept 52, Personnel Evaluation Report
Procedures

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1. Effective immediately, the responsibilities of the Personnel Office
in connection with Personnel Evaluation matters ^{are} ~~is~~ assigned as follows:

a. Policy and program development. Responsibility for the formu-
lation of policy recommendations and program development is assigned to
the Plans, Research and Development Staff. This includes ^{criticism and analysis of the overall effectiveness of the program as well as} the prepara-
tion of appropriate regulatory and procedural issuances for coordination
with other interested components.

b. Administration of Reporting system. Responsibility for the ini-
tiation and recording of Personnel Evaluation Reports is assigned to the
Processing and Records Division. This includes the maintenance of sus-
pense records showing reports due, the preparation of Routing Sheets and
necessary follow-up on outstanding requests. The responsibilities of
the "appropriate Transactions and Records Branch" as described in PDM
43-52 will be assumed by the Processing and Records Division.

c. Review and analysis of Personnel Evaluation Reports. (1) Responsi-
bility for the review and analysis of ^{individual} Personnel Evaluation Reports,
~~individually and collectively~~, is assigned to the Placement and Utiliza-
tion Division. This includes responsibility for consultation with appro-
priate supervisory officials ^{analysing and} ~~in individual cases~~ and for coding ~~and~~

Individual Personnel Evaluation Reports.

~~analysis of overall data.~~ The results of such analysis may point to the need for consultation by the appropriate Placement Officer with a specific operating component relative to the conduct of the program in that component or to consideration of policy or program changes by the Plans, Research and Development Staff.

(2) Responsibilities assigned to the Placement Branches by PDM 43-52 will be assumed by the Placement and Utilization Division. Inquiries from operating components regarding the conduct of the program and specific reporting requirements will be referred to the appropriate Placement Officer.

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~~★~~ d. Evaluation Officer. [redacted] will continue as a Personnel Officer is designated Evaluation Officer and is responsible for the administration of the Personnel Evaluation Program within the Personnel Office.

e. Personnel Office Career Service Board. The responsibilities of the Personnel Office Career Service Board in connection with Personnel Evaluation Reports for members of the Personnel Office are described in *Career Service* (also included in Proposed Regulation [redacted] Personnel Evaluation) CIA [redacted] The Evaluation Officer will forward the office copy of each Personnel Evaluation Report to the Executive Secretary of the Personnel Office Career Service Board. The Executive Secretary will maintain a file of these reports and make them available to members of the Career Service Board and other officials of the Personnel Office as required.

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f. Supervisory Responsibilities. The responsibilities of supervisory officials in the preparation and review of Personnel Evaluation Reports are described in *Supervisory Responsibilities* (also included in Proposed Regulation [redacted] Personnel Evaluation) CIA [redacted] The Evaluation Officer will forward the office copy of each Personnel Evaluation Report to the Executive Secretary of the Personnel Office Career Service Board. The Executive Secretary will maintain a file of these reports and make them available to members of the Career Service Board and other officials of the Personnel Office as required.

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